

Westfield Contributory Retirement System  
59 Court Street  
Westfield, MA 01085  
413-572-6239

The Westfield Contributory Retirement System is seeking a qualified applicant for a position as an Office Clerk in a municipal retirement system.

**Responsibilities:**

- Provide superior customer service to our members and retirees, handling calls, emails and walk-in visits
- Perform general office functions including (but not limited to): Office correspondence, mail and mailing projects, filing, updating software databases, file maintenance, scanning.

**Skills:**

- Excellent organizational and communication skills
- Working knowledge of office equipment, printers/scanners/copies and fax machines
- Ability to quickly learn new software and navigate a PC
- Working knowledge of Microsoft Office and Excel
- Keen attention to detail and ability to problem solve
- Ability to multi-task and prioritize work in a confidential environment

**Benefits:**

- Health Insurance
- Dental Insurance
- Paid Time Off
- Retirement Pension Plan
- Life Insurance

**Education:**

- High School Diploma Required – Associates Degree Preferred

**Schedule and Pay:**

- Office hours are Monday –Friday 8am -4pm. This role will be expected to work a minimum of 20 hours/week, flexible schedule to be negotiated.
- \$20/hour

Please send resume to [Liam.Browne@cityofwestfield.org](mailto:Liam.Browne@cityofwestfield.org). Resumes will be accepted until 8/18/2022.

*Westfield Retirement System is an EEO/AA employer.*